



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** **ASSOCIATE ACCOUNTANT** (Provisional\* Appointment)

**SALARY:** \$44,261 - \$56,860 annually

**LOCATION:** Monroe County Department of Finance

### **PROPOSED JOB SUMMARY:**

This is a senior level professional accounting position responsible for planning, developing, and participating in accounting procedures, including supervising staff in one functional unit of a department to which assigned, and/or performing specific high-level accounting functions such as project accounting. Employees perform the more complex and responsible accounting functions of the unit. This title is distinguished from Principal Accountant in that supervising more than one functional unit is not performed. The employee reports directly to, and works under the general supervision of a Controller or other higher level staff member, with wide latitude allowed in the exercise of independent judgment regarding internal procedures, priorities and the resolution of accounting problems. General supervision may be exercised over an accounting and clerical staff. Does related work as required.

### **PROPOSED MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma PLUS either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's in Accounting, plus two (2) years paid full-time or its part-time equivalent professional\*\* experience in auditing or accounting; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, plus three (3) years paid full-time or its part-time equivalent professional\*\* experience in auditing or accounting; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Economics, Finance, or Business Administration including a minimum of twelve (12) college semester credit hours in accounting courses\*\*\*, plus three (3) years paid full-time or its part-time equivalent professional experience as defined in (A) above; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Economics, Finance, or Business Administration including a minimum of twenty-one (21) college semester credit hours in accounting courses\*\*\*, plus four (4) years paid full-time or its part-time equivalent professional experience as defined in (A) above; OR,
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B), (C) and (D) above.

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**\*\*Professional experience in auditing or accounting, for the purposes of these minimum qualifications, shall not include account keeping, bookkeeping or other clerical financial or record keeping activities.**

**\*\*\*Relevant college semester credit hours may include no more than three (3) semester credit hours received for internships.**

**NOTE:**

Candidates who meet the minimum qualifications under (C) and (D) above must submit, at the time of application, a student or official copy of a college transcript or itemized list of course work and credits received.

**SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**Send Civil Service Application to:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET – ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** October 29, 2015

**Posting Deadline:** Until Filled

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.